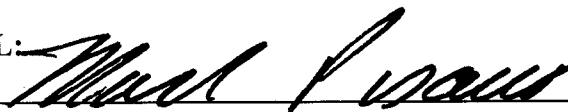


REPORT

DATE: February 3, 2005
TO: Administration Committee, Regional Council
FROM: Heather Copp, CFO
SUBJECT: Request to approve changes to line item budget – FY 04-05 Indirect Cost Budget

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

Approve revised FY 04-05 Indirect Cost budget, as attached.

SUMMARY:


Changes line item budgets within the FY 04-05 Indirect Cost budget. Total Indirect Cost budget remains unchanged.

BACKGROUND:

Over the course of the first six months of the fiscal year, staff have requested various transfers of budget within the constraints of the total Indirect Cost budget, as originally approved by the Regional Council. Most of the changes were requested to implement the Association's office redecorating and computer upgrade projects.

The attached spreadsheet displays the original line item budget for FY 04-05 and the requested changes. Staff is requesting the Regional Council to formally approve these changes.

FISCAL IMPACT:

None. The total FY 04-05 Indirect Cost budget remains unchanged by this action. 

P.C. Docs 106785

FY 04-05 Indirect Cost Budget - Original and Proposed changes

	Original Budget	Proposed Budget	Change	
Personnel Services				
Salaries	2,953,091	3,028,279	75,188	
Fringe Benefits	1,589,961	1,589,773	(188)	
Total Personnel Services	<u>4,543,052</u>	<u>4,618,052</u>	<u>75,000</u>	
Indirect Costs				
54300 SCAG CONSULTANT	250,000	500,000	250,000	**
54340 LEGAL EXPENSE	235,000	235,000	0	
54350 PROFESSIONAL SVC	520,000	541,900	21,900	
55200 INTERNET ACCESS FEES	3,000	3,000	0	
55210 SOFTWARE SUPPORT	115,000	115,000	0	
55220 HARDWARE SUPPORT	35,000	35,000	0	
55270 CSC SOFTWARE PURCHASES	28,000	28,000	0	
55400 OFFICE RENT 818-OFFICES	1,400,000	1,400,000	0	
55410 OFFICE RENT SATELLITE	38,000	38,000	0	
55420 EQUIPMENT LEASES	340,000	340,000	0	
55430 EQUIPMENT REPAIRS AND MAINT	25,000	25,000	0	
55440 INSURANCE EXPENSES	180,000	180,000	0	
55441 PAYROLL PROCESSING - ADP	25,000	25,000	0	
55460 SMALL OFFICE PURCHASES		14,100	14,100	**
55510 OFFICE SUPPLIES	100,000	100,000	0	
55530 TELEPHONE CHARGES	80,000	80,000	0	
55540 POSTAGE & DELIVERY SERVICE	80,000	80,000	0	
55600 SCAG MEMBERSHIPS	60,500	60,500	0	
55610 PROFESSIONAL MEMBERSHIPS	7,500	7,500	0	
55620 RESOURCE MATERIAL/SUBSCRIBER	22,000	22,000	0	
55700 DEPRECIATION - FURNITURE & FIXTURES		32,700	32,700	**
55710 DEPRECIATION EXP - ALL	242,700	85,000	(157,700)	**
55760 CAPITAL OUTLAY		100,000	100,000	**
55740 EQUIPMENT	275,000		(275,000)	**
55800 RECRUITMENT NOTICES	20,000	20,000	0	
55810 PUBLIC NOTICES	25,000	25,000	0	
55820 STAFF TRAINING	50,000	50,000	0	
55920 OTHER MEETING EXPENSE	10,000	10,000	0	
55930 MISCELLANEOUS OTHER	6,000	6,000	0	
55950 TEMPORARY HELP	137,000	76,000	(61,000)	
56100 PRINTING	53,000	53,000	0	
58100 TRAVEL	68,700	68,700	0	
58200 TRAVEL-REGISTRATION FEES	15,800	15,800	0	
Sub-Total	<u>4,447,200</u>	<u>4,372,200</u>	<u>(75,000)</u>	
Total - All Costs	<u>8,990,252</u>	<u>8,990,252</u>	<u>0</u>	

** Changes related to Office Re-decoration / Computer Upgrade project